

DRAFT

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Signature by the Director of Routine Retirement  
Letters to Agency Employees

STAT 1. The point [ ] makes in the attached memorandum is well taken, and we are sympathetic with his suggestion.

2. While the number of Agency employees who will be retiring in the years immediately ahead may not be great (perhaps 100 or so in each of the next 4-5 years), this will certainly change. And we may as well adjust our procedures now.

3. I would propose that Deputy Directors or the Executive Director-Comptroller, as appropriate, sign retirement letters except for:

- a. employees GS 15 or above,
- b. individuals with 25 or more years of Federal service,
- c. other special cases recommended by the Director of Personnel.

4. If this proposal is acceptable, we can have the Director of Personnel put it into effect immediately.

Alan M. Warfield  
Assistant Deputy Director  
for Support

Att: Memo dtd 8 Aug 66 to ExDir-Comp

[ ] same subj.

DD/S 66-4549

ER 66-3749

8 August 1966

MEMORANDUM FOR: Executive Director

SUBJECT: . Signature by the Director of Routine Retirement  
: Letters to Agency Employees

STAT 1. As you know, it was the practice during the Directorship of Mr. McCone that  signed these letters, and I don't imagine that practice was the best held secret in this building. As you know, the present Director signs these letters himself.

2. I think this practice of having the Director's signature appear on these letters should be changed, to wit, that except in unusual cases of high merit, the individual Deputy Directors sign these letters. I think this is particularly pertinent since the number of Agency employees retiring will be growing considerably over the next several years. I believe there will certainly be exceptions to this case, which I think should be brought to your attention by a recommendation from the Director of Personnel.

3. The reason I make this suggestion to you rather than to the Director is that I believe he would want your views in any case, and in this way if you don't agree, we just won't bother him with it.



STAT